

TRADING PARTNER AGREEMENT
BETWEEN THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES
AND THE [PARTNER NAME]
FOR PARTICIPATION IN THE
LABORATORY ELECTRONIC DATA SUBMISSION PROGRAM

I. PURPOSE

The purpose of this Trading Partner Agreement (TPA) is to identify the activities that [PARTNER NAME] ([a.k.a.]) will undertake as a partner with the Wisconsin Department of Natural Resources (DNR) in the Laboratory Electronic Data Submission Program (Program). As an Electronic Data Submission Partner, [a.k.a.] will work cooperatively with the DNR to implement automated submission of information on samples, analyses, and results which will make the data and information readily available to DNR Staff and the Public, using Internet technology. The DNR is committed to pursuing electronic reporting alternatives. The goal of the Program is to develop, test, and implement an electronic reporting alternative to the paper reporting requirements of the Wisconsin Public Drinking Water System (PWS) program pursuant to s. 281.12 and ch. 280, Wis. Stats. and ch. NR 809, Wis. Adm. Code.

II. BACKGROUND

The partners to these agreements are State and local governments, non-profit organizations, and/or private industry dedicated to environmental protection. These organizations have interrelated missions for the production and exchange of environmental data. The goal of this partnership is to improve data quality and timeliness. Public water systems are required to test drinking water quality at a certified laboratory. The laboratory must submit these results to the DNR.

III. BENEFITS OF EXCHANGE

The most direct benefit will be access to more timely information. In addition, electronic transfer may eliminate re-keying of data, and allow the data producers to have ownership of the data they generate. They can control the quality and timeliness of the data. There will no longer be several 'copies' of data that each has different levels of quality.

This will also result in savings from reduced staff labor handling the laboratory information, reduced dependence on paper files that become out-of-date.

Standardized designs and tools will substantially reduce the cost of integrating, analyzing, modeling, and reporting information, and make it easy to migrate to national or international standards for data exchange as they are developed.

IV. PARTNERS' ROLES AND RESPONSIBILITIES

Participation in the Program requires a good-faith effort by each partner to make a distributed information system function as efficiently as possible. [a.k.a.] and DNR will work together on this program to create a secure, efficient, and flexible electronic reporting alternative to historical paper reporting requirements. [a.k.a.] and DNR should strive to be open and honest in communications.

SECURITY

The [a.k.a.] laboratory must identify one or more individuals who will be responsible for submitting data, and provide their electronic mail addresses to the DNR. The DNR will provide a character string (the "token") for each laboratory which will be used to uniquely identify that particular laboratory. Each e-mail communication from that address must include the token as the DNR-authorization-key. Any submissions which do not include the correct token will be rejected. The token will be transmitted as described in the file formatting instructions given at the following web address;

http://www.dnr.state.wi.us/org/es/science/lslab_data/file_layout.htm

The DNR will send new tokens to [a.k.a.]'s participating address on an annual basis, and will reject data using the old tokens 1 month after the new tokens have been made available.

For each batch of data submitted, the DNR will send a confirmation e-mail to the submitting address which will document the number of samples, analyses, and results received.

DNR and [a.k.a.] are required to have virus protection protocols in place prior to initiating this agreement. In the case of a virus attack, each party may delete corrupted files and terminate any communication linkages until the attack stops. Parties will then reinitiate the reporting event.

DESIGN STANDARDS

The ability to communicate using SMTP e-mail is required. All DNR development records are open for inspection and will conform to commonly employed industry standards. All data submitted by [a.k.a.] should be sent as an unencrypted e-mail to Portal.Lab@dnr.state.wi.us. The drinking water sample data should be provided in the body of the e-mail or provided as an e-mail attachment. All data must be submitted using the DNR standards described at the following web address:

http://www.dnr.state.wi.us/org/es/science/lslab_data/file_layout.htm

RECORDS RETENTION

[a.k.a.] is required under the laboratory certification rules ss. ATCP 77.16 and NR 149.06, Wis. Adm. Code, to retain records. Under this Program, [a.k.a.] must retain a copy of the submitted electronic data file as required. DNR will also store the submitted file in its original state.

VI. FINANCIAL ARRANGEMENTS

It shall be the responsibility of the DNR and [a.k.a.] to secure the resources required meeting the requirements of this TPA.

VII. PERIOD OF AGREEMENT and TERMINATION

This TPA becomes effective on the date of signatures by both parties and continues until modified by mutual consent or unless terminated with sixty (60) days written notice by either party. [a.k.a.] should submit a revised TPA at such time as any of the persons authorized to participate in this process change. This TPA should be reviewed annually and amended or revised when required.

VIII. POINTS OF CONTACT

The following individuals have been identified as points of contacts for the roles and responsibilities defined:

Wisconsin DNR Primary point of Contact:	[Partner Name] Primary point of Contact:
Ron Arneson Wisconsin DNR PO Box 7921 Madison, WI 53707-7921 (608) 264-8949 Ronald.Arneseon@dnr.state.wi.us	[Staff Name] [Partner Name] [Address] [City, State Zip] [Phone Number] [E-Mail Address]

IX. APPROVALS

The point of contact individuals will be authorized to submit and review data for the duration of this Trading Partner.

Authorized to Submit Data from [a.k.a.]:

Title: _____
E-Mail: _____ Phone: _____

Trading Partner Agreement Execution:

_____ Jill D. Jonas, Director Bureau of Drinking & Groundwater Department of Natural Resources	_____ [Name] [Title] [Partner Name]
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Date

Date

Note 1: Search/replace [Partner Name] for Partner
Note 2: Search/replace [a.k.a.] for shortened name of Partner